

STATEMENT OF WORK
Inspector General Criminal Investigator Academy
April 2005

I. Introduction

The Inspector General Criminal Investigator Academy (IG Academy) is a law enforcement training academy established in 1994 under the auspices of the President's Council on Integrity and Efficiency (PCIE). The IG Academy provides training to investigative staff personnel employed within the federal Offices of Inspector General government-wide (the "IG community"). The United States Postal Service, Office of Inspector General (USPS-OIG) has agreed to serve as a sponsor for the IG Academy. In that sponsorship role and under the Memorandum of Understanding between the USPS-OIG and the IG Academy, the USPS-OIG intends to award a labor-hour contract on behalf of the IG Academy for the purpose of obtaining the personal services of a qualified individual to assist the IG Academy and its staff with the development and delivery of law enforcement training. The contract proposals to be considered are expected to tender the personal services of a single qualified individual (the "key person") to provide the required assistance for the entire term of the contract and shall be non-assignable. Work on the contract is planned to begin in May 2005 or as soon thereafter as is feasible.

II. Background

As noted above, the IG Academy was a creation of the PCIE. The PCIE is a public body comprised of the Presidentially-appointed federal Inspectors General. It works closely with the Executive Council on Integrity and Efficiency (ECIE), which is comprised of the non-Presidentially-appointed federal Inspectors General, in addressing the common needs and concerns of the Inspector General community – including those involving staff training. The PCIE's Investigations Committee serves as the IG Academy's Board of Directors and, as such, sets policies, approves training plans and budgets, authorizes key staffing positions, and provides periodic reports to the IG community. The IG Academy is funded through annual assessments collected from each of the federal OIGs and currently does not receive congressional appropriations.

As the law enforcement training representative for the entire IG community, the IG Academy is located at the Federal Law Enforcement Training Center (FLETC) campus in Glynco, Georgia. Pursuant to a cooperative agreement, the IG Academy is furnished office space and access to the FLETC's classroom and other training resources, as well as student housing and dining facilities. More recently, the IG Academy established a campus in Arlington, Virginia in order to provide more convenient training to the many OIG personnel employed in the Washington, DC metropolitan area. Future plans anticipate establishment of a

close cooperative working relationship with the Arlington-based Inspector General Auditor Training Institute (IGATI) and the newly-established Inspector General Management Institute.

The Staff of the IG Academy consists of an Executive Director and Director, a group of Program Manager/Instructors (experienced senior criminal investigators), and a small administrative support staff. Currently, all of the staff positions are held by employees of the participating OIGs on detail from their respective employing agencies. Instructor staffing has historically relied upon the cooperation of the OIGs in furnishing qualified senior investigators on voluntary details having a 3-year term. The IG Academy reimburses the employing OIG for the detailee's salary and benefits during the term of the detail and shares the expense of the detailee's permanent change of station relocation.

In the past two years, instructor vacancies at the IG Academy have become increasingly more difficult to fill through personnel details. Resource limitations have made the OIGs reluctant to detail their most senior and experienced investigators. Consequently, the IG Academy has been forced to consider other alternatives in order to assure that highly qualified instructors are available to meet its training needs. The proposed contract is intended to allow the IG Academy to obtain the services of a highly qualified instructor without having to rely upon personnel details from the ranks of currently employed OIG investigators. By outsourcing these services, the IG Academy also expects to realize substantial cost savings, as the cost of the services of a qualified contractor is anticipated to be substantially less than the current salary and benefit cost of a detailed instructor providing essentially the same services.

The PCIE Investigation Committee has authorized the IG Academy to use contracted instructor services. The IG Academy does not have the authority to enter into contracts; therefore, the USPS-OIG has agreed to award and administer the proposed contract in accordance with a Memorandum of Understanding entered into with the IG Academy.

III. Scope of Work

The work required under the proposed contract will be conducted primarily at the IG Academy at the FLETC in Glynco, Georgia, although some work may be required to be performed occasionally at the Arlington, Virginia campus and other possible export training locations. The overall objective of the work is to assist the USPS-OIG in providing agreed-upon instructor staffing support to the IG Academy. Specifically, the work will consist of development and delivery of law enforcement training and the provision of related collateral services to the students attending the IG Academy's training programs. The training will be conducted as part of the formal training programs offered by the IG Academy at its Glynco, Georgia and Arlington, Virginia campuses. The authorized travel expenses incurred by the supplier for any work assignments performed outside

of the Glynco, Georgia area will be reimbursed to the contractor by the IG Academy.

The selected contractor's key person will be primarily responsible for assisting in the IG Academy's development, updating, and delivery of the Inspector General Investigator Training Program (IGITP), the Inspector General Transitional Training Program (IGTTP) and the Inspector General Hotline Operators Training Program (IGHOTP). The key person will be secondarily responsible for assisting with other IG Academy training programs, as assigned by the Executive Director, to include the Inspector General Basic Non-Criminal Investigator Training Program (IGBNCITP), the Inspector General Public Corruption and Integrity Investigations Training Program (IGPCIITP), the Inspector General Search Warrant Execution Training Program (IGSWETP), and the Inspector General Periodic Refresher Training Program (IGPRTP), among others. Those responsibilities may include class/program coordination, course development and instruction, student facilitation, and other similar duties relating to these IG Academy programs, as described in more detail below.

Inspector General Investigator Training Program (IGITP)

The IGITP is a 3-week basic training program for first-year criminal investigators (i.e., occupational series GS-1811) employed by the various Federal OIGs. IGITP classes are offered only at the IG Academy's FLETC (Glynco, Georgia) campus, due to the need for FLETC resources otherwise unavailable at the Arlington, Virginia campus. The program is considered "add-on" basic training to supplement the FLETC's 10-week Criminal Investigator Training Program (CITP) required for all newly-hired criminal investigators. Although driven by demand, the IG Academy expects to offer 6-10 24-student IGITP classes each fiscal year, with 6 classes scheduled for FY2005.

With respect to the IGITP, the selected contractor's key person will be expected to serve as the Class Coordinator for each scheduled IGITP class during the term of this contract. The specific work required will include the following:

- Coordinating with the IGITP Program Manager, as necessary, to ensure that the following matters are adequately addressed prior to the commencement of the scheduled class:
 - Classroom facilities have been assigned and are adequate for the needs of the expected class size and curriculum, and properly accessible to instructors and students;
 - Breakout rooms are available and appropriate for the intended use;
 - Student text materials are compiled, bound, and distributed to each student upon arrival;
 - Classroom furnishings, instructional aids, computer equipment, etc. are all set up and prepared for use in advance of student arrival;

- Role players and special facilities (raid houses, firing ranges, computer labs, etc.) are properly scheduled and reserved for class use as the program schedule may require;
- Assigned instructors are advised of their teaching assignments and all scheduling conflicts resolved; and
- Adequate staff and guest facilitator assignments are made, facilitators are advised of their student and work assignments, and all scheduling conflicts resolved.
- Making all necessary preparations for the orderly arrival of IGITP students, to include:
 - Handling collective and individual student transportation and billeting issues and problems;
 - Making all proper arrangements, in coordination with the FLETC Firearms Division, for the proper check-in, storage, access, and check-out of student firearms and ammunition; and
 - Accounting for the status of any no-show students and advising IG Academy student scheduling staff of same.
- Developing and delivering a welcome and orientation to new student arrivals upon the commencement of IGITP classes, to include:
 - Student-Staff introductions and contact information;
 - Orientation to the FLETC, the IG Academy, and the IGITP;
 - Student Code of Conduct and FLETC/IG Academy policies;
 - Academic expectations,
 - Critiques and student evaluations; and
 - Testing procedure and graduation requirements.
- Coordinating the overall student and instructional activities of the IGITP classes, to include:
 - Student health screening through the FLETC Public Health Unit for clearance to participate in physical training, with follow-ups as circumstances may require;
 - Uniform issuance;
 - Class photographs;
 - Classroom coverage, to include attendance at all scheduled class activities or arrangements for a staff substitute, for the purposes of ensuring:
 - Student punctuality and classroom discipline,
 - Classroom/facility accessibility,
 - Continued classroom equipment functionality,
 - Instructor attendance, and
 - Instructor adherence to lesson plan requirements;
 - Arranging for student bus transportation, as necessary, to training locations, housing, etc.;
 - Oversight of role player use in practical exercises, including pre-role briefing of role players as to expectations, nuances of the role, etc., role/room assignments, completion of time logs, etc.;

- Availability of student equipment when required for scheduled activities, including firearms/ammunition accessibility, web gear, and other training equipment and clothing, as required;
- Monitoring any injuries or illnesses of students, including medical treatments, CA-1 collection and processing, and notifications, as necessary;
- Acting as initial student contact point for personal emergencies or other urgent matters and communications affecting the student's ability to continue training;
- Allowing for students to ship text materials to their respective posts-of-duty;
- Collecting and accounting for submission of overall course evaluations from each student attending IGITP and transmitting intact copies of same to IG Academy staff;
- Organizing the class graduation, including:
 - Arranging for the preparation of student training and award certificates,
 - Hosting the graduation session or ceremonies,
 - Preparation of programs;
 - Arranging for and introducing guest speakers, as appropriate, and
 - Making recognitions and awarding of certificates;
- Ensuring safe and efficient return of checked weapons to students upon departure; and
- Confirming departure transportation for all students is provided.
- Closing out completed classes, to include:
 - Classroom clean-up;
 - Removal, transport, and storage of classroom equipment and supplies; and
 - Preparation and submission (to the IGITP Program Manager) of an After-Action Report for each IGITP class, with format and content in accord with the requirements of the IG Academy Standard Operating Procedures (SOPs) and to include:
 - Class composition,
 - Instructional resources used,
 - Class performance,
 - Description of any unusual incidents (i.e, injuries, etc.),
 - Common student-raised issues or complaints, and
 - Recommendations for program improvements.
- Other miscellaneous IGITP responsibilities, as may be required under the circumstances, to include:
 - Substitute or secondary instruction of IGITP courses, as appropriate for the contractor's background and experience, when primary instructors can not meet scheduling requirements;
 - Remediation of students failing examinations, exercises, etc.;

- Informal counseling of students involved in behavioral incidents, accused of misconduct, etc., as directed and authorized by the Executive Director; and
- Relocation with students in the event of emergency evacuation.

Inspector General Hotline Operators Training Program (IGHOTP) and Inspector General Transitional Training Program (IGTTP)

The IGHOTP is a 3-day basic training program for newly-hired or inexperienced personnel employed in the various OIGs' complaint hotline operations. This program is most often offered at the Arlington, Virginia campus, due to the proximity of most OIG hotline operations to the Washington, DC area. The IG Academy expects to offer 1 or 2 IGHOTP classes each fiscal year, with only 1 scheduled for FY2005.

The IGTTP is a 4-day basic training program for newly-hired OIG criminal investigators who otherwise had significant prior federal law enforcement experience. The program is offered at both the FLETC (Glynco, Georgia) and Arlington, Virginia campuses. The IG Academy expects to offer 2-4 IGTTP classes each fiscal year, with 3 scheduled in FY2005 (1 completed).

With respect to the IGTTP and IGHOTP, the selected contractor's key person is expected to act as the Program Manager/Class Coordinator for each scheduled class during the term of this contract. The specific work required will include the following:

- Ensuring that the following matters are adequately addressed prior to the commencement of the scheduled class:
 - Classroom facilities have been assigned and are adequate for the needs of the expected class size and curriculum, and properly accessible to instructors and students;
 - When necessary, breakout rooms are available and appropriate for the intended use;
 - Student text materials are compiled, bound, and distributed to each student upon arrival;
 - Classroom furnishings, instructional aids, computer equipment, etc. are all set up and prepared for use in advance of student arrival;
 - Identifying, inviting, and confirming qualified guest instructors and course content, as appropriate for the program;
 - Making necessary arrangements for the issuance of travel orders and the encumbrances of other expenses to be incurred in the delivery of the program; and
 - Preparing the final class schedule, and ensuring all instructors are advised of their teaching assignments and all scheduling conflicts resolved.

- Making all necessary preparations for the orderly arrival of students, to include:
 - Handling collective and individual student transportation and billeting issues and problems;
 - Making all proper arrangements, in coordination with the FLETC Firearms Division, for the proper check-in, storage, access, and check-out of student firearms and ammunition; and
 - Accounting for the status of any no-show students and advising IG Academy student scheduling staff of same.
- Developing and delivering a welcome and orientation to new student arrivals upon the commencement of classes, to include:
 - Student-Staff introductions and contact information;
 - Orientation to the FLETC, the IG Academy, and the training program;
 - Student Code of Conduct and FLETC/IG Academy policies;
 - Academic expectations;
 - Critiques and student evaluations; and
 - Graduation requirements.
- Coordinating the overall student and instructional activities of the classes, to include:
 - Class photographs, if any;
 - Classroom coverage, to include attendance at all scheduled class activities or arrangements for a staff substitute, for the purposes of ensuring:
 - Student punctuality and classroom discipline,
 - Classroom/facility accessibility,
 - Continued classroom equipment functionality,
 - Instructor attendance, and
 - Instructor adherence to lesson plan requirements;
 - Arranging for student bus transportation, as necessary, to training locations, housing, etc.;
 - Monitoring any injuries or illnesses of students, including medical treatments, CA-1 collection and processing, and notifications, as necessary;
 - Acting as initial student contact point for personal emergencies or other urgent matters and communications affecting the student's ability to continue training;
 - Allowing for students to ship text materials to their respective posts-of-duty;
 - Collecting and accounting for submission of overall course evaluations from each student attending the class and transmitting intact copies of same to IG Academy staff;
 - Organizing the class graduation, including:
 - Arranging for the preparation of student training certificates,
 - Hosting the graduation session or ceremonies,
 - Preparation of programs;

- Arranging for and introducing guest speakers, as appropriate; and
 - Making recognitions and awarding of certificates;
- Ensuring safe and efficient return of any checked weapons to students upon departure; and
- Confirming departure transportation for all students is provided.
- Closing out completed classes, to include:
 - Classroom clean-up;
 - Removal, transport, and storage of classroom equipment and supplies;
 - Preparation and submission (to the IGITP Program Manager) of an After-Action Report for each IGITP class, with format and content in accord with the requirements of the IG Academy Standard Operating Procedures (SOPs) and to include:
 - Class composition,
 - Instructional resources used,
 - Class performance,
 - Description of any unusual incidents (i.e, injuries, etc.),
 - Common student-raised issues or complaints, and
 - Recommendations for program improvements; and
 - Preparation of all IG Academy correspondence as required under the IG Academy Standard Operating Procedures.
- Other miscellaneous IGITP responsibilities, as may be required under the circumstances, to include:
 - Substitute or secondary instruction or facilitation of IGITP courses, as appropriate for the contractor's background and experience, when primary instructors or facilitators are unavailable to meet scheduling requirements;
 - Informal counseling of students involved in behavioral incidents, accused of misconduct, etc., as directed and authorized by the Executive Director; and
 - Relocation with students in the event of emergency evacuation.

Inspector General Basic Non-Criminal Investigator Training Program (IGBNCITP)

The IGBNCITP is a 2-week basic training program for OIG personnel involved in the investigations function in a capacity other than as a criminal investigator. The program is designed for, and most popular with, auditors, investigative scientists, investigative attorneys, investigative assistants, investigative analysts, and administrative investigators. The program is offered only at the FLETC (Glynco, Georgia) campus, due to the need for role players, etc. that are unavailable at the Arlington, Virginia campus. The IG Academy expects to offer 2 to 4 IGBNCITP classes each fiscal year, with 3 classes scheduled in FY2005 (1 since completed).

With respect to the IGBNCITP, the selected contractor's key person is expected to serve as a student facilitator for most or all of the scheduled IGBNCITP classes during the term of this contract. Facilitators are chiefly involved in the operation of the program's Continuing Case Investigation (CCI), which is a comprehensive practical training exercise that duplicates the case-related activities of a typical OIG investigation. The specific work will include the following:

- Working with the IGBNCITP Program Manager/Class Coordinator in the assignment of students to facilitators and the scheduling of CCI work assignments;
- Acting as counselor to assigned students during their attendance at the FLETC, to assist them in meeting their personal and training needs;
- Working closely with assigned students during their progress through the CCI, to include:
 - Mentoring assigned students during their participation in the CCI;
 - Observing assigned students' performance in CCI interviewing exercises and providing each with feedback and a critique;
 - Coordinating with assigned role players to ensure CCI objectives are met;
 - Informally assuming the roles of supervisor and prosecutor, as may be appropriate, during the CCI;
 - Monitoring student compliance with CCI written work submission due dates, reviewing all submitted work products, and providing individualized oral feedback and critiques to the students as to the quality of each of their written investigative work products; and
- Assessing each assigned student's individual overall training performance by written evaluation, with discussion of the evaluation with each student.

Instructional and Other Duties for IG Academy Programs

In addition to the above programmatic responsibilities and work, the selected contractor's key person is expected to serve as a subject-matter expert and consultative resource to the IG Academy staff in the area of government employee integrity and misconduct investigations. The selected contractor will have assigned course instruction responsibilities in various IG Academy training programs, to include the development and presentation of a 3-hour course of instruction on Employee Conduct Investigations in each scheduled IGITP class, as well as 2-hour versions of the course for each scheduled BNCITP, IGHOTP, and IGTTTP class offered during the term of this contract. The course should address the legal, procedural, tactical, and practical aspects of planning and conducting criminal, civil, and administrative investigations of alleged agency employee misconduct. The development and presentation should include preparation of student text and handout materials, audio-visual aids (e.g., PowerPoint presentation slides), delivery of lecture, and creation of examination

questions, all in accordance with the IG Academy's law enforcement training accreditation standards.

Other instructional duties may be required of the key person in order to meet instructional needs in IG Academy programs that cannot be met by IG Academy staff due to unforeseen illness, reassignment, resignations, etc. Any such additional instructional assignments will be made with due regard for the investigative background and experience of the key person and the demands of the work specified above.

Standards for Measuring Work Performance

Compensation under the proposed contract shall be payable only upon the performance of the above-described work at an acceptable level of quality. The standards for measuring the work performance of the key person shall be the same as those used for evaluating the performance of detailed instructors who perform equivalent duties. Those standards shall be applied by IG Academy and USPS-OIG contract oversight personnel by review of the deliverables furnished under the proposed contract (as described below) and by direct observation of the key person's work activity.

IV. Deliverables

The paragraphs below outline the specific items deliverable by the selected contractor's key person under the terms of this contract:

Deliverable 1. Lesson Plan and related materials: Within 30 days of the contract award, the key person will submit a comprehensive lesson plan for a 2 to 3 hour course on Employee Conduct Investigations, in accordance with the specifications of the IG Academy's Standard Operating Procedures for lesson plans. In addition, 5 acceptable multiple choice test questions for each course enabling performance objective (EPO) must be submitted for inclusion in a test bank. Furthermore, any student text, handout, or other reference material, together with any audio-visual aids intended to be used in the delivery of the course of instruction, must be submitted with the lesson plan. All of these instructional materials shall incorporate content appropriate for the background, experience, and prior training of the respective IG Academy program attendees.

Deliverable 2. Programmatic Work Activity Reports : Throughout the term of this contract, the key person shall prepare and submit to the IG Academy's Executive Director bi-weekly written status reports of the dates, hours/time applied, and nature of all work activity performed that is within the scope of work of this proposed contract. The expected level of detail for such reports should be sufficient to allow IG Academy and/or contract oversight officials to reasonably assess the adequacy of the contractor's work efforts. The bi-weekly reporting

periods shall coincide with the federal payroll pay periods, with the reports due no later than 5 work days after the end of the reporting period.

In addition to the bi-weekly reports, the contractor shall prepare and submit a written After-Action Report (AAR) for each IGITP, IGTTP, and IGHOTP class that is scheduled and completed during the term of this contract. The AAR must be prepared in accordance with the requirements of the IG Academy's Standard Operating Procedures and submitted to the IGITP Program Manager (IGITP classes) or the Executive Director (IGTTP and IGHOTP classes) no later than 2 weeks after the completion of the class.

Deliverable 3. Student Evaluations of Contractor Performance. For each IGITP, IGTTP, and IGHOTP class that the key person performs work, in accordance with this contract, the key person shall be responsible for ensuring that each student completing the program submits some form of written evaluation that allows the student to subjectively rate and/or candidly comment upon the contractor's performance in the class. The key person shall collect these written evaluations and transmit them to the Executive Director of the IG Academy no later than 3 days after the completion of the class. The key person may, at his/her discretion, prepare and transmit a written explanation, rebuttal, or other response to the students' evaluations.

V. Contract Proposals

Technical Proposals

Suppliers should submit technical proposals, **no larger than 20 pages total from cover to cover (12 pt. font) one sided only**, addressing all work areas. Technical proposals should be submitted in the form of one (1) original and one (1) copy and should include and separately address:

1. Qualifications of Key Person
2. Past Performance
3. Technical Ability

Cost/ Price Proposals

Each supplier must submit, **under separate cover**, a detailed cost/price proposal and include appropriate direct labor categories and rates. Cost/price proposals are to be submitted in the form of one (1) original and one (1) copy and should include pricing for one (1) base period of performance and two (2) one-year option periods. The proposals will be evaluated as to reasonableness of the service provided in comparison with other proposals. The IG Academy will provide office space, telecommunication, and computer support at the FLETC (Glynco, Georgia) and the Arlington, VA campus.

VI. Contract Awards

The Contract award will be made to the supplier whose proposals offer the best value to the USPS-OIG and IG Academy in terms of technical and price features of the proposals. The combined technical evaluation factors will be considered significantly more important than cost or price; and obtaining superior technical performance will be of greater concern than with making an award at the lowest overall cost. However, the USPS-OIG will not make an award at a significantly higher cost to achieve slightly superior technical performance features. The technical and cost/price proposals will be evaluated independently for reasonableness. The technical proposals will be evaluated strictly against the factors identified below. The primary areas to be used in determining which proposal offers the best value to the IG Academy are listed in the factors displayed below in descending order of importance with Technical Factor number I weighing slightly more than Technical Factors II and III which are of approximate equal weight.

Technical Evaluation Criteria

The technical evaluation criteria to be used for evaluating suppliers' proposals are listed below. (Note: Although the USPS-OIG will conduct a cost/price analysis, cost/price proposals will not be scored in the technical evaluation.)

<u>CRITERIA</u>	<u>POINTS</u>
Technical Factor I – Key Person Qualifications	40 Points
Technical Factor II – Past Performance	30 Points
Technical Factor III – Technical Ability	30 Points

Factor I – Qualifications of Key Person

Proposals will be evaluated to determine the qualifications and experience of supplier's proposed key person. Each supplier must identify the key person (and any proposed alternates) and provide a resume demonstrating their qualifications and experience including, education and professional accomplishments. The proposed key person is required to have recent relevant federal law enforcement experience within the federal Inspector General Community. That experience should include law enforcement career experience conducting criminal, civil and administrative investigations involving government employee integrity in all or most of following investigative areas:

- Theft, Embezzlement, or Misuse of Government Property
- Bribery
- Conflicts of Interest
- Time and Attendance Abuse
- Misuse of Office

- Whistleblower/Retaliation

Strong written communication skills are also required and the proposed key person must have an ability to review and assess the quality of investigative reports and other written work products. Although not required, it is desirable for the key person to have prior experience reviewing and managing the work of federal law enforcement officers.

In addition, the key person must have, or be able to obtain, any required security clearances and other security requirements of the USPS-OIG, IG Academy, the Treasury Inspector General for Tax Administration (provider of the IG Academy's Information Technology Services), and the FLETC. Each supplier must represent that the security clearance information is accurate and complete, and that the key person named is available for assignment on the date the contract becomes effective. (Note: Any subsequent change of key person will be considered only in exceptional circumstances and must be approved by the contracting officer prior to the individual beginning work.)

Total for Factor I is 40 points.

Factor II – Past Performance

Each supplier must provide a detailed description of its experience with similar training programs and that of its proposed key person. A minimum of five years of experience in providing professional law enforcement training (course development and presentation) to a federal inspector general organization or other Federal law enforcement agency is required for the supplier and/or the key person.

The supplier's proposals must demonstrate the following:

- a. Quality – A record of conformance to contract requirements and standards of good workmanship;
- b. Timeliness of performance – Adherence to contract schedules, including the administrative aspects of performance; and
- c. Business relations – A history of being responsible and cooperative with customers; commitment to customer satisfaction; integrity and ethics.

The supplier must also identify three (3) active or recently completed (within the last 3 years) contracts, which required work in comparable areas as those described in this statement of work. The supplier should provide the contract agency or firm with the address and telephone number, date of contract, and a period of performance. Retirees and former federal employees submitting proposals must demonstrate required past federal experience and/or contracts comparable to the work required in this statement of work.

Total for Factor II is 30 points.

Factor III - Technical Ability

Each proposal will be evaluated to determine the supplier's technical ability with regard to the supplier's current capability to develop and provide training as required by this statement of work.

Subfactor I – Supplier Capability: The supplier must provide a detailed description of their ability to provide quality and reliable performance upon receiving award of a contract. The following key areas must be addressed:

- a. Ability to obtain financial resources adequate to perform the work, including relocation (if required) of the key person to the Glynco, Georgia commuting area.
- b. Ability to meet the required or proposed delivery schedule, considering all existing commitments, including awards pending.
- c. Record of integrity and business ethics.
- d. Qualification and eligibility to receive award under applicable laws and regulations.

Subfactor II – Technical Approach: The supplier must provide a detailed description of their technical approach for obtaining and furnishing the services of the proposed key person. Proposals must demonstrate the supplier's technical approach (through hiring, supervision, etc.) for ensuring that the key person shall be available to perform the work requirements of the contract and does not have competing commitments that would have the tendency to interfere with performance of the contract as proposed.

Total for Factor III is 30 points.

Oral Presentations

During the evaluation process, a USPS-OIG/IG Academy evaluation panel may, at its discretion, determine a short list of offerors for further evaluation. Those offerors on the short list may be asked to make oral presentations. Such presentations will provide the supplier an opportunity to answer any questions the evaluation panel may have concerning the supplier's proposal. Also, after contract award, the selected contractor may be required to periodically make oral presentations on the progress of the work.

Independence of the Supplier to Perform the Work

If the USPS-OIG deems the supplier not independent with respect to the Postal Service, the USPS-OIG, or the IG Academy, the supplier will not be eligible for award of this contract.

VII. Direct Travel Costs

The supplier will be reimbursed for all direct travel expenses, including airfare, per diem, hotel, car rental, gas, toll gate, etc., as outlined in the Federal Travel Regulations for travel incurred by the key person in performing work required under the contract. The key person will be required to have prior travel authorization of the Executive Director of the IG Academy and make travel arrangements with the IG Academy no later than 72 hours prior to the scheduled travel. The key person will be provided a letter authorizing the use of government rates for airfare, hotel, and car rental. Air travel at first class or business class is not authorized and will not be reimbursed. Suppliers may be required to travel overnight for up to two weeks, depending upon the length of the training program involved. **The normal expenses incurred by the supplier, such as document reproduction expenses outside the IG Academy's facilities and courier service/delivery expenses, will not be reimbursed unless specifically requested and pre-approved by the IG Academy.**

No relocation travel expenses will be reimbursed under the contract. Consequently, the supplier and/or key person must bear any and all costs associated with the relocation of the key person to the Glynco, Georgia area. Also, the USPS-OIG will not pay any General and Administrative (G&A) expenses of the supplier.

VIII. Payments of Invoices for Supplier Services

Supplier invoices will be accepted on a bi-weekly basis. The supplier will submit invoices for services in the form of one original and three (3) copies to the OIG, Administrative Services Division. All invoices will be reviewed and certified for payment by Contracting Officer's Representatives and other appropriate USPS-OIG and IG Academy officials.

Costs for labor and direct travel should be listed separately and aggregated on each invoice. Each invoice must contain both the total hours cost and direct travel cost for the work performed during the reporting period. Invoices not submitted in the correct format will be returned and not processed until complete adherence to OIG policy and guidance. Generally, travel costs pertaining to the work performed for the IG Academy shall be reimbursed directly through the IG Academy's travel vouchering process. The USPS-OIG will pay all other approved costs on the invoice, including approved travel expenses not directly related to the IG Academy work.

The supplier will report costs for travel expenses separately for reimbursement in accordance with the Federal Travel Regulations. Travel cost will include but are not limited to airfare, hotel, per diem, toll reimbursement, car rental and any other costs deemed by OIG as applicable.

IX. Status Reports

The supplier shall provide bi-weekly written status reports to USPS-OIG Contracting Officer's Representatives detailing the progress made on assigned work and the time charges for that work (see Deliverable 2 above). Any problems complying with any of the requirements of the contract should be communicated verbally to OIG Contracting Officer's Representatives immediately and then documented in the bi-weekly status reports. The USPS-OIG may change the format and content of the status reports at any time after 30 calendar days by written notice to the supplier(s). In addition, supplier(s) may be required to attend progress meetings at the OIG offices as needed. The purpose of these meetings will be to provide an opportunity to deal promptly with potential problems that may have been identified during the work. Progress meetings may be required for events such as scope limitations encountered while conducting the review and/or assessment.

X. Period of Performance

This indefinite quantity labor-hour contract will have a base period of performance of one year commencing from the date of award. The period of performance may be extended for two (2) additional one-year option periods, with the total term not to exceed three (3) years. There shall be a minimum of 2140 hours and a maximum of 2240 labor hours for the base period of performance. There will be two (2) option periods that shall not exceed 2240 hours each.

Supplier Staffing Requirements

1. Each supplier shall provide a qualified staff level individual (i.e., the key person) meeting, at a minimum, the requirements as defined in this Statement of Work.
2. The supplier's key person shall possess a comprehensive knowledge of the federal inspector general community, as well as law enforcement training experience.
3. The supplier's key person shall possess a comprehensive knowledge of software and other audio visual aids that are used in a classroom environment.
4. The supplier's key person will be required to work from the IG Academy's offices in Glynnco, Georgia, and other IG Academy designated locations as required for delivery of assigned scheduled training classes. The key person may be tasked for unscheduled training assignments, on an as

needed basis, which may require overnight travel lasting up to two weeks depending on the task.

5. Hours worked shall be in accordance with IG Academy's scheduled class hours of 7:30 am – 4:30 pm, Monday through Friday, unless otherwise agreed to by the contracting officer's representative. The supplier's key person will be required to work an average of approximately 45 to 50 hours per week, including the travel time during the performance of an assigned task. However, depending upon the task requirements, there may be occasions when the supplier will be required to work more than 50 hours per week. In these instances, the contractor will only be paid the straight hourly rate. Supplier will not be entitled to any overtime rate of pay.
6. The supplier's key person may work independently or under the direct supervision of IG Academy staff. Contracting officer's representatives will provide supervision of the supplier's work in accordance with the Oversight section of this Statement of Work.
7. The supplier's personnel may be required to pass and maintain a current background investigation required of all suppliers working for the USPS-OIG. When required, the supplier is responsible for submitting completed forms required to initiate and conduct background investigations within 5 business days after contract award for each individual assigned to work on the contract. Supplier personnel may be prohibited from working on the contract prior to the completion of a background investigation. Any required background investigations will be initiated immediately after contract award.

XI. Subcontracts

Subcontracting of work required under this contract will not be allowed.

XII. Equipment and Documentation

Suppliers are not responsible for furnishing computer or any other equipment. The IG Academy will provide the computer resources required to perform tasks. The IG Academy may also provide uniforms, training equipment, government vehicles (owned or leased), etc., which the key person shall use in accordance with IG Academy policy and federal law and regulations.

XIII. Oversight

The USPS-OIG Contracting Officer's Representative will monitor overall implementation of the contract terms and will be assigned to interact with the supplier and key person. Contracting Officer's Representatives and/or IG Academy personnel will review contractor-developed training and presentation materials developed during the performance of the contract to provide coaching assistance as necessary. IG Academy reviewers will provide comments to the supplier's key person for consideration in making any needed changes to the draft training materials. Materials not meeting the requirements outlined in the contract will be returned to the key person for immediate correction. **Neither the USPS-OIG nor the IG Academy will be responsible for corrections to the supplier's materials. All corrections or required editing will be forwarded to the key person, who shall make the necessary corrections to the written materials within 5 calendar days after receiving the comments.** All training material developed during the course of performance shall be the property of the IG Academy. IG Academy personnel will also oversee the delivery of training, and provide coaching as necessary.

XIV. Implementation

Within five business days of the contract award, supplier(s) will meet with USPS-OIG and /or IG Academy representatives on the implementation of the contract.

The USPS-OIG reserves the right to change or amend the work at any time without prior notice to the supplier(s). USPS-OIG Contracting Officer's Representatives will be responsible for communicating any changes to the supplier. The supplier will ensure that all information remains confidential.

XV. Security of Materials and Records

The supplier shall ensure that all individuals having access to or custody of records relating to the contract understand the security and confidentiality requirements of the contract. All information developed by the supplier shall remain the property of the IG Academy. The supplier shall return all computer files/records/materials to the IG Academy at the expiration of the contract.

XVI. Contract Modification

The supplier shall immediately communicate to the Contracting Officer's Representative, in writing, the occurrence of any event that may lead to a contract modification. The supplier shall put all contract modification requests in writing, with copies sent to the Contracting Officer's Representative and the Contracting Officer by certified mail. The names and addresses of the

Contracting Officer and the Contracting Officer's Representative will be made available to the selected contractor after the contract is awarded. Any approval of contract modification can only be made by the Contract Officer.

XVII. Contract Termination

The USPS-OIG reserves the right to terminate the contract with the supplier with or without cause at any time during the contract period. In the event of a contract termination without cause, the USPS-OIG will give 30 days written notice informing the supplier of its intention to terminate the contract on a stated date. During this 30 day period, the supplier shall complete work on scheduled programs and turn in all outstanding deliverables to the IG Academy by the termination date.